THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title: UNIVERSITY PAYROLL ANALYST
Title Codes: 04812 Annual (Full-Time)
FLSA Status: Non-Exempt
Date Issued: 1/31/2017

General Duties and Responsibilities

Under general supervision, within CUNY Central Office, performs a wide variety of record keeping and payroll processing activities, including computing wage and overtime payments, calculating and recording payroll deductions, processing requests for paycheck advances, and processing terminations. Duties follow established procedures, responsibilities may include routine, minor corrections to make documents acceptable for processing and escalation to a higher level when appropriate. Performs related work.

Qualification Requirements

- Requires a High School Diploma or GED and 3 years of full-time payroll or payroll related experience. OR
- Graduation from a regionally accredited or New York State registered four-year college or university with an Associate’s Degree in a finance, accounting or HR related field and 2 years of full-time experience. OR
- Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor’s Degree in a finance, accounting or HR related field.

General Work Tasks

ADMINISTRATIVE:
- Processes and enters transactions into systems supporting payroll activities
- Coordinates the collection, distribution and analysis of transaction correction sheets; ensures that correction sheets are properly completed prior to distribution to agencies; assists in the analysis of agency submission errors; distributes correction sheets to agencies in accordance with established timeframes.
- Monitors volume of transactions, miscellaneous payments, taxes and deductions.
- Communicates with campuses regarding receipt of information such as budget certificates, position information, increment codes, employee service dates to ensure the proper determination of employee salaries and other related payroll data.
- Ensures that completion of payroll work falls within required timeframes in order to meet control agency deadlines.

AUDITING:
- Audits all salary refunds, retirement system enrollments and involuntary deduction orders submitted by NYS and NYC government agencies and judicial authorities; determines appropriate action based on regulations, business rules and various laws; makes minor corrections as needed.
- Checks and audits timekeeping records for compliance with established union, CUNY and government policies.
- Identifies weaknesses in business practices and provides recommendations for corrective action.
- Oversees quality assurance review of all policy memoranda, such as Payroll Bulletins.
• Produces, reviews and/or reconciles information in standard and special queries and reports that relate to the production of an accurate and timely payroll; checks for errors and possible overpayments; and makes appropriate corrections.
• Reconstructs employee salary histories by following standard procedures to determine and/or verify appropriate salary.
• Resolves payroll audit problems by working in partnership with NYS and NYC agency staff and campus HR resources to clarify submissions and to correct them, as needed.

CUSTOMER SERVICE
• Answers various types of inquiries from employees, managers and agencies concerning payroll related issues.

PROCESS:
• Calculates and coordinates processing of salaries, salary increases, longevity payments, performance advances, overtime payments, termination payouts and other payroll related issues.
• Calculates leave entitlements for employees.
• Calculates, coordinates, and communicates to campus HR departments back salary awards, settlements, penalties and garnishments in accordance with court orders, grievances, disciplinary proceedings, and arbitration decisions.
• Processes and verifies accuracy of tax refunds, tax adjustment requests, direct deposit returned items, and direct deposit stop payments.
• Processes time and attendance records, entering new hires into the payroll system, posting changes in pay and tax status, and other payroll related actions.

RESEARCH
• Collaborates in the analysis of collective bargaining agreements, statutes, memoranda and other agreements for the purpose of implementing salary increases and required payroll changes.
• Conducts research and makes recommendations on solutions to payroll requirements not provided by the automated payroll system.
• Conducts research in response to letters and various inquiries.

TRAINING
• Assists with training presentations.
• Provides information such as agency audits, salaries, or deduction submission errors and common agency questions for use in training programs.

Direct Lines of Promotion
From: None To: Senior University Payroll Analyst